



Tittensor CE (VC) First School

Learning and growing together as we follow Christ

Meeting of:	Tittensor CE (VC) First School Full Governing Board		
Date and time:	Thurs 8 th December 2022 at 4.00pm in school		
1. Present:	Name, Category of Governor, Term of office expires Miss G Craig (Headteacher, Ex Officio) GC Mrs S Woolley (Co-opted, 3/2025) SW Mr S Allen (Staff, 2/2025) SA Mrs C Chatterton (Foundation, 11/2023) CC Mrs F Goodwin (Parent, 11/2025) FG Mr S Johnston (Vice chair, Co-opted, 11/2025) SJ Rev J B Pallister (Foundation, Ex Officio) JP Mrs O Williams (Parent, 10/2023) OW		
1. Apologies:	Mrs A Bell (Co-opted, 3/2026) Mr E Hobson (Parent, 10/2024) EH		
Consent to absence:	Yes		
Others in attendance:	Mr C Wright (CEO KET) CMW Attended before the FGB meeting Mr Brian Jones (Clerk)		
Quorum:	6	Quorum met:	Yes
Documents available	Action Plan PE 2022-2023 Attendance Review Summer 2022 Autumn 2022 SIP Impact Christian Distinctiveness Meeting Oct 2022 Draft FGB mintes_7_7_2022_Tittensor First School_3117_PWR FGB Autumn 2022 Agenda Finance minutes 22_09_2022_Tittensor_3117PWR Governors Report Autumn 2022- SEND Headteacher Report Autumn 22 Pupil Premium Statement 22-23 Teaching and Learning review_22-9-22_Final		

Item	Notes and actions
	<p>Meeting with Chris Wright</p> <p>Governors had the chance to ask CMW for more information about the Key Educational Trust to enable them to evaluate the benefits of joining the trust.</p> <p>Questions included: How is the partnership with St Mary's going? Are there other schools joining the trust? How long is the trial period before joining proper? How are the benefits explained to parents? Can you quantify the economies of scale? Is the MAT open to non-CofE schools? What is the target number of schools in the MAT? What is delegated to the local governors and what is controlled by the trust? What are the conditions of service for staff and do schools share headteachers? Can a school leave the trust?</p> <p>CMW explained that St Mary's has permission from the diocese to join and they are likely to be part of the trust in Sept 2023. They wanted to join a trust with the same vision. The trust aims to grow by 2 schools per year. Schools normally partner the trust for up to 12 months before joining. The key benefits for children are improved outcomes partly through better staff development. The top slice is currently 4% and the trust business manager looks after the school's finance. New staff are appointed to the trust, vacancies are filled from within the trust only if there are suitable candidates. Two schools in the trust have an executive head in charge of both schools. Schools do leave trusts, but usually to join another.</p> <p>Chris Wright was thanked for answering these questions.</p>
2	<p>Opening prayer</p> <p>Rev Pallister opened the meeting with a prayer.</p>
3	<p>Governing board matters</p> <p>a) Confidentiality – Governors were reminded that all discussions remain confidential until approval and publication of the minutes.</p> <p>b) Register of business interests – None were outstanding.</p> <p>c) Declaration of interest business and pecuniary – No declarations were made.</p> <p>d) Code of conduct – Governors were reminded to abide by the code of conduct adopted by the school.</p>
4	<p>Approval of minutes of the FGB meeting of 7th July 2022 (Minutes previously circulated)</p>

	The minutes were approved as a correct record of the proceedings. The chair signed these.				
5	<p>Matters arising from the minutes</p> <table border="1"> <thead> <tr> <th>Item</th> <th>Action</th> </tr> </thead> <tbody> <tr> <td>10</td> <td> <p>AOB</p> <p>Governors considered how best to distribute paperwork for governors' meetings and considered the use of Google Classrooms so that paper copies were not required.</p> <p>Action point: Governors to be asked what they prefer at a later meeting.</p> </td> </tr> </tbody> </table> <p>Resolved: Governors agreed to continue receiving meeting documents by email and GC explained that a screen will be used in the meeting room to display documents during the meeting.</p>	Item	Action	10	<p>AOB</p> <p>Governors considered how best to distribute paperwork for governors' meetings and considered the use of Google Classrooms so that paper copies were not required.</p> <p>Action point: Governors to be asked what they prefer at a later meeting.</p>
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6	<p>Reports</p> <p>a) Chair's and vice-chair's actions – None were reported.</p> <p>b) Christian Distinctiveness committee – 6th October 2022 (report circulated) JP asked about baptism classes. Action point: To be discussed at the next Christian Distinctiveness meeting.</p> <p>c) Finance committee – 22nd September 2022 (Report circulated) GC explained that the budget is balanced, but there is pressure on energy and staffing costs. GC was commended for the way she has maximized value for money from the staffing. Governors asked about other possible ways of income generation, including lettings. Action point: All governors are asked to consider possible ways of revenue generation, and these will be discussed at the next Finance meeting.</p> <p>d) Education Committee – 24th November 2022 The meeting was cancelled, and agenda items were incorporated into the FGB agenda.</p> <p>There were no other questions about these reports.</p>				
7	<p>Safeguarding updates</p> <p>GC reported that there had been no concerns at school this term. KCSiE training has been completed and all governors have been sent the Level 1 Safeguarding training.</p>				

<p>8</p>	<p>Headteacher’s report and appendices (Previously circulated)</p> <p>The report had been circulated to governors. The report dealt with:</p> <p>School context</p> <p>Ofsted – Actions are continuing</p> <p>Admissions – Numbers are good, the nursery will be at capacity by the summer</p> <p>Attendance – 96% which is better than Autumn 2021. Children from a few families are persistently late. GC has contacted the parents emphasizing the amount of learning time lost.</p> <p>LAC and SEND – GC explained the monitoring, Intervention and review system used at Tittensor and how information is shared with parents and how parents can support the work of the child. All TAs are trained in dealing with specific needs and outside agencies can be used.</p> <p>Pupil Premium – Governors asked about informing parents about FSM availability. GC puts regular updates on DOJO.</p> <p>Action point: GC will investigate making DOJO available to governors.</p> <p>Sports Premium</p> <p>Effectiveness of leadership and management</p> <p>The quality of teaching, learning and assessment</p> <p>Personal development, behaviour and welfare</p> <p>Outcomes for children and learners</p> <p>Continuing professional development</p> <p>Ethos and vision</p> <p>GC was thanked for her report.</p>
<p>9</p>	<p>Strategic leadership</p> <p>The review of the School Improvement Plan has been seen by governors and the Autumn data was tabled.</p> <p>GC explained that the school improvement plan had been adapted from the previous year. The School Improvement Partner has visited the school and produced a very supportive report emphasising how the school is moving forwards.</p> <p>Writing for Y1 remains a focus with the school emphasising writing at greater depth. Although the data shows no gender patterns, the school is looking at using boy friendly texts.</p> <p>Governors asked about the validity of the SIP report. GC explained that he uses the Ofsted framework. He works in a variety of schools and has considerable experience. We could ask Chris Wright if we thought a second opinion was necessary.</p>
<p>10</p>	<p>Complaint panel actions (Tabled)</p>

	GC explained that a complaint of discrimination had been escalated to stage 3 of the Complaints policy. The recommendations from the panel and the actions the school is now taking were presented to the governors.																				
10	<p>AOB</p> <p><i>Governors asked about the timing of any formal agreement to partner the KET.</i></p> <p>Action point: Governors have now had a chance to meet with CMW and ask further questions. A formal decision will be taken in March, but in the meantime, GC can obtain any necessary support from the KET schools and staff.</p> <p>The meeting closed at 5.40pm.</p>																				
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Signed – Chair _____ Date _____

Summary of action points

6	<p>Reports</p> <p>b) Christian Distinctiveness committee – 6th October 2022 (report circulated)</p> <p><i>JP asked about baptism classes.</i></p>
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	<p>Action point: To be discussed at the next Christian Distinctiveness meeting.</p> <p>c) Finance committee</p> <p>Governors asked about other possible ways of income generation, including lettings.</p> <p>Action point: All governors are asked to consider possible ways of revenue generation, and these will be discussed at the next Finance meeting.</p>
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